



POLICY AND ADMINISTRATIVE PROCEDURES

Manual of Policies and Procedures

Title

THE DEVELOPMENT AND DELIVERY OF ADULT ACADEMIC AND TECHNICAL PROGRAMS

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(a)(5); 11-8-2-5(a)(8); 11-8-2-5(a)(13); 11-10-5-1, <i>et seq.</i>	00-02-101 01-04-101 01-01-102 01-04-102 01-03-103 01-04-104	ACA: CO: 2-CO-5B-01 ACI: 4-4017, 4-4107, 4-4464 through 4-4480

I. PURPOSE:

The purpose of this policy and its administrative procedures is to establish the standards and guidelines for the delivery of academic and technical educational programs for adult offenders within Department of Correction facilities.

II. POLICY STATEMENT:

The Department of Correction shall ensure that competency-based academic and technical education programs are provided to adult offenders housed within Department facilities. Eligible offenders shall have the opportunity to participate in available education programs.

Education programs shall be developed and implemented to improve the academic and/or technical educational situation of the offender population. Additionally, the purpose of these programs shall be to enhance the offender's potential for successful re-entry into the community by developing knowledge and skills in the offender.

The Department shall work with other agencies to ensure that educational programs are in compliance with all applicable federal and state laws, rules and regulations. Additionally, the Department shall strive to ensure that the provision of educational services complies with applicable standards of accrediting organizations, such as the American Correctional Association.

The Department shall employ certified education staff and other qualified personnel for the delivery of educational services.

Each facility housing adult offenders within the Department providing educational services shall develop an education program plan. This facility program plan shall include, but is not limited to:

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- A. The mission, goals and objectives of education services in the facility;
- B. The program needs of the offender population in the facility;
- C. The resources available in the facility and the feasibility of the delivery of services; and,
- D. The prescriptive learning needs of the offender population.

All educational programs within the Department shall be subject to periodic audits and evaluations to ensure that the programs are operating in accordance with established standards and objectives. The Department shall collect pertinent data to assist in program planning, the academic improvement of the offender population and to ensure compliance with applicable laws, rules, regulations, policies and procedures.

III. DEFINITIONS:

For the purpose of this policy and its administrative procedures, the following definitions are presented:

- A. Academic Education: An approved, formal, organized program of instruction designed to provide basic skills and learning opportunities related to obtaining and using knowledge from literacy through post-secondary, excluding technical.
- B. Certificate: An official document awarded to a student upon successful completion of a specific education course or program.
- C. Certified Staff: Personnel licensed by the Indiana Professional Standards Board and employed by the Department for the purpose of delivering academic or technical instruction.
- D. Curriculum: A course of study designed to meet the academic or technical skill needs of students.
- E. Diploma: An official document issued by an accredited educational institution certifying that a student has completed a formal course of study or earned a degree.
- F. Director of Education (Director): The certified individual who is the administrator of the Division of Education Services.
- G. Division of Education Services: The division responsible for the development, delivery, and implementation of academic and technical education in English and library services throughout the Department.

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- H. Education Coordinator: A certified individual located at Central Office responsible for special needs or adult and technical programs and reports to the Director of Education.
- I. Educational Records: The documentation of data relevant to the development, maintenance, evaluation, and modification of the academic and technical education programs.
- J. Educational Liaison: The individual that has educational administrative duties at facilities which do not have a Supervisor of Education.
- K. Evaluation: The process involved in the assessment of academic and technical programs, personnel involved in such programs, and the student placement and progress in those programs.
- L. Functional Life Skills: Basic applied life skills in English and mathematics.
- M. Post-secondary Level: A formal, organized program of educational instruction for students whose educational achievement exceeds grade 12 (secondary level) as verified by a high school diploma or GED certificate that is recognized by the Indiana Department of Education.
- N. Primary Level: A formal, organized program of instruction for students whose educational achievement corresponds to and falls within grade levels one (1) through six (6).
- O. Secondary Level: A formal, organized program of instruction for students whose educational achievement corresponds to and falls within grade levels seven (7) through twelve (12).
- P. Supervisor of Education: The administrative certified individual responsible for the management of facility education programs, college programs, and library services.
- Q. Support Services: Services which complement academic and/or technical education programs, i. e. special education, clerical, teacher aide.
- R. Technical Certificate: A Department approved formal document certifying satisfactory completion of a technical education program.

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- S. Technical Education: A Department approved, formal, organized program of instruction designed to provide practical, mechanical, and/or industrial arts vocational skills and learning concepts.
- T. Waiting List: Shall be determined by the offender Earliest Possible Release Date (EPRD), must be on idle time and currently not be working.
- U. Governors Metric Report: An unduplicated count of students enrolled in education programming.

IV. ADMINISTRATION OF ACADEMIC AND/OR TECHNICAL EDUCATION PROGRAMS:

A. Philosophy, Mission, and Goals

1. Philosophy: The Division of Education Services believes that education in a correctional setting functions both as a management tool and as a rehabilitative treatment.
2. Mission: The mission of the Division of Education Services is to provide effective academic and career technical programs that will teach offenders the necessary life and job skills and values to become socially useful and civically responsible members of the future workforce upon their successful re-entry into society.
3. Goal: The goal of the Division of Education Services is to provide competency-based, comprehensive education programs for adult offenders in Department facilities that meet the published standards of the Indiana Department of Education and other entities to which the programs are aligned.

The statement of goals for the Division of Education Services will be publicly and prominently displayed at each facility education program location.

The Director of Education shall facilitate the annual review of the Division of Education Services Philosophy, Mission, and Goals.

B. Written Policy and Procedure

1. The facility education program and the Division of Education Services shall maintain a copy of Policy 01-01-101, "The Development and Delivery of Adult Academic and Technical

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Programs,” and its accompanying administrative procedures, as well as the facility’s operational procedures, in a location accessible to staff and offenders.

2. The facility education operational procedures shall include, but not be limited to:
 - a. Certified and non-certified job descriptions;
 - b. Program development and school improvement plan (due annually to the Director of Education by the 15th of July);
 - c. Procedures for student management;
 - d. Procedures for daily program operations; and,
 - e. Division and facility organizational chart, with explanation.
3. The facility education operational procedures shall be reviewed annually in accordance with Policy 00-04-101, “The Development, Approval and Implementation of Policy.”
4. The facility education operational procedures shall be available for review and implementation according to Policy 00-04-101, “The Development, Approval, and Implementation of Policy.”

C. Organizational Chart

1. The Division organizational chart showing the position of the Division of Education Services programs shall be reviewed annually by the Director of Education or designee.
2. Written materials to explain the organizational chart lines of authority and cooperation shall accompany the agency organizational chart.

D. Annual Goals and Objective Review

1. To determine the needs of the offender population, the Supervisor of Education or the Educational Liaison will conduct an annual facility needs assessment no later than July 15th of each year. The annual facility needs assessment will include input from offenders, multidisciplinary facility services staff, and liaisons from the community. The Supervisor of Education or the Educational Liaison shall, no later than July 15th of each year, review, update and publish the school’s education program’s progress on the prior fiscal year’s goals and objectives. At the same time, the Education

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Administrator shall submit, in writing, the education department's goals and objectives for the next fiscal year.

2. The review and update process shall include:
 - a. Review progress toward program goals.
 - b. Review the effectiveness of the program in terms of process and program outcomes, and,
 - c. Revise and/or establish goals for the next year.
3. The Facility Head or designee shall approve the annual report and the next year's plan via signature before submission to the Director of Education in Central Office.

E. Budget

1. The Division of Education Services program grants shall be allocated to facility educational programs according to a prescribed distribution process.
2. The Education Services Division education program grant expenditures for system-wide and facility education programs shall be part of the authority and responsibility of the Director of Education.
3. The Supervisor of Education or Educational Liaison shall, no later than July 15th of each year, provide an educational program budget to the Facility Head and the Department's Director of Education, making recommendations for equipment and supplies. The Director of Education shall evaluate the submitted requests and may recommend to the Facility Head or designee additions, adjustments, deletions or approvals prior to the formal submission of the facility budget request.

F. Program Approval

The Director of Education shall facilitate a Policy Review Committee, comprised of six Supervisors of Education/Education Liaisons to annually review Policy 01-01-101, "The Development and Delivery of Academic and Vocational Programs" and its accompanying administrative procedures in accordance with Policy 00-04-101, "The Development, Approval, and Implementation of Policy."

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G. Staff Meetings

1. At a minimum, three (3) Supervisor of Education regional meetings shall be facilitated annually by the Director of Education or designee. The Supervisor of Education meetings shall be attended by the adult and/or juvenile Supervisors of Education or Educational Liaisons.

Minutes of the meetings shall be maintained by the Division of Education Services and shall be available for review.

2. At a minimum, the Supervisor of Education/Educational Liaison shall facilitate monthly facility-level education staff meetings. The facility education staff and guests will attend staff meetings.

Minutes of the facility education staff meetings shall be maintained at the facility and available for review and a copy shall be forwarded to the Director of Education.

V. ADMINISTRATION AND STAFF:

All academic and technical education staff shall be licensed or certified by the Indiana Professional Standards Board. A copy of licenses or certificates shall be maintained in the staff member's personnel file. The Supervisor of Education/Educational Liaison shall maintain a copy of all teacher licenses in a single-point file in the school. The individual staff member shall be responsible for ensuring that all required licenses or certificates are maintained and current.

A. Director of Education:

The Director shall serve as the administrator for the Department's education programs. Minimally, the Director shall hold a current District Administrator's license and shall be employed to administer the Division of Education Services and shall receive an administrative stipend in addition to his/her regular salary.

The Director shall report to the Director of Programs.

B. Educational Coordinator(s):

The educational coordinator(s) in Central Office shall hold a valid District Administrator's license and shall receive an administrative stipend in addition to his/her regular salary.

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The Coordinator(s) shall assist the Director in the supervision of correctional educational programs in the Department. Responsibilities of the Coordinator(s) shall include planning, development, implementation and monitoring of academic, vocational and library programs at facilities. The educational coordinator(s) shall report to the Director.

C. Employment of Facility Educational Personnel:

1. In accordance with the administrative procedures for Policy 04-03-101, "The Posting of Job Opportunities and the Appointment of Staff," the Director shall assist facilities in the recruitment of competent academic and technical personnel. Job descriptions of education positions shall be on file.
2. The facility shall ensure that the Director is informed immediately of any changes that have an impact on the delivery of education services, including, but not limited to, staff suspensions, terminations, transfers, resignations or disability leaves.
3. Prior to scheduling interviews for a facility Supervisor of Education/Educational Liaison, Assistant Supervisor of Education, or Vocational Director position, the Director of Education shall be notified and may participate in the interview and selection process.
4. The Director shall recommend the number of administrative education positions established and maintained at a facility to the Facility Head. The number of positions shall be based upon, but not limited to, educational administrative duties, number of programs, staff supervised, and contact hours. The facility administrative education position titles may be Supervisor of Education/Educational Liaison, Assistant Supervisor of Education, or Vocational Director.
5. All facility Supervisors of Education, Assistant Supervisors of Education, and Vocational Directors shall hold, at a minimum, a Building Level Administrator's license. The Supervisor of Education, Assistant Supervisor of Education, and Vocational Director positions will receive an administrative stipend.
6. Facilities with limited numbers of staff and students, educational programming and/or contact hours may have a certified institutional teacher with school management duties as determined by the Director. An Educational Liaison may be assigned to this

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position by the Facility Head upon the recommendation of the Director. If the individual does not possess an administrative license, he/she will not receive an administrative stipend.

7. An individual may be appointed to an administrative position for a maximum period of three (3) years without holding a valid administrative license or vocational certificate, only if the license or certificate can reasonably be expected to be completed within three (3) years of the date of appointment. During the three (3) years, the individual shall provide proof to the Director that he/she is continuously and actively pursuing and engaging in the acquisition of proper certification by securing an Emergency Permit from the Indiana Department of Education.

D. Professional Development:

1. Education staff shall participate in all training mandated by Policy 01-05-101, "Staff Development and Training," Additionally, education staff shall participate in Division of Education Services staff development activities. Staff development utilizing distance learning programs shall be encouraged. Upon approval of the Supervisor of Education and the Facility Head, staff may be allowed additional leave for training purposes that support the facility's educational improvement plan.
2. The professional development of Education Services staff shall be encouraged and endorsed. The Supervisor of Education/Educational Liaison shall annually facilitate the development of a Personal Professional Development Plan in support of the facility school improvement plan for each certified education staff member. Each facility may allow certified educational staff time to participate in professional development activities which are aligned to the employee's pre-approved professional growth plan. The North Central Association Commission Continuous Improvement Process format shall be utilized for juvenile and adult facilities.

Education Services staff may attend professional development activities with the approval of the Facility Head/designee and in accordance with applicable state travel rules and regulations.

The Facility Head/designee may consult with the Director to verify the effectiveness of the professional development program. All

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conference attendance requests shall be submitted in accordance with the Department's fiscal procedures.

3. Facility schools shall not be closed in order for education staff members to attend elective professional development meetings/conferences. The Supervisor of Education/Educational Liaison shall determine which education staff member(s) may attend an elective professional development meeting/conference based upon identified instructional improvement plan needs, percentage of staff required to maintain the integrity of the daily education schedule, active membership in association, seniority and/or other facility-specific factors.

E. Evaluation of Personnel:

1. The Facility Head or designee and the Director of Education or designee shall cooperatively conduct the annual performance evaluation of the Supervisor of Education/Educational Liaison.
2. The Director of Education shall conduct the annual performance evaluation of the Central Office Educational Coordinator(s) and non-certified staff.
3. All certified and non-certified facility education staff shall be evaluated in accordance with the guidelines of the State Personnel Department.
4. The Director of Education/designee, Facility Head/designee and the Supervisor of Education/Educational Liaison shall work cooperatively in the evaluation of any new employee, in the administrator's responsibility area, within the Division of Education Services throughout the probationary period. Evaluation of personnel in the administrator's responsibility area shall include observation of staff in the performance of instructional delivery and/or other assignments.

F. Hiring of Certified Personnel:

1. Facilities shall forward documentation/credentials of the candidate and receive written approval from the Director of Education prior to extending a job offer to a certified teacher.

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Documentation/credentials include, but are not limited to:

- a. A copy of the applicant's employment application;
- b. A completed ES6 form showing the proposed salary for the candidate;
- c. A copy of a valid Indiana Teacher Certificate appropriate for the subject(s) the candidate will be teaching;
- d. A copy of certification form(s) for the number of years of teaching experience;
- e. Verification of the highest post-secondary degree earned that is germane to the anticipated duties;
- f. Written verification (official transcript) of any post graduate hours should those hours qualify the candidate for an additional increment on the salary schedule; and,
- g. A copy of verification of military experience, Form DD-214, if applicable.

2. Hiring of Occupational Specialist:

Facilities shall forward documentation/credentials of the candidate and receive written approval from the Director prior to extending a job offer to a vocational teacher. Documentation/ credentials include, but are not limited to:

- a. A copy of completed job application form;
- b. A copy of high school or GED diploma;
- c. Written verification that the candidate meets or exceeds at least one of the occupational experience criteria established for the Occupational Specialist I, II, or III certificate. This verification must include proof of occupational experience from any past employers, which the candidate is seeking to use as work experience to qualify for the certificate;
- d. A copy of the candidate's occupational specialist certificate or the application for the certificate if the candidate is uncertified;
- e. Verification of the highest post secondary degree earned that is germane to the anticipated duties;
- f. Verification (official transcript) of any post graduate hours should those hours qualify the candidate for an additional increment on the salary schedule;
- g. Written verification of any military experience, Form DD 214, if applicable; and,

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- h. A completed ES6 form showing the proposed salary for the candidate.

3. Teacher Salary Policy:

Teacher salaries are to be computed using the following procedure:

- a. The number of contract days of the largest public school system in the county where the facility is located should be divided into the appropriate contract salary for the individual teachers of the largest public school system in order to arrive at a daily rate. This daily rate should be rounded up to the nearest penny. Then multiply by ten (10) to obtain the bi-weekly salary. This bi-weekly salary should be rounded up to the nearest dollar. For pay purposes, this rounding procedure will not result in the last pay check for a given teacher for a given year to be adjusted downward.
- b. Teachers shall be paid for all state holidays which are observed between the first day of school and the last day of school in a given school year.
- c. School calendars are to be prepared by the appointing authority and approved by the State Personnel Division. It is suggested that the appointing authority hold a conference with a teacher committee to explain the proposed calendar and consider teacher suggestions. The proposed calendar is to be submitted by the appointing authority to the State Personnel Division by June 1 of each year.
- d. The annual salary shall be determined by multiplying the number of work days plus the number of state holidays, plus applied vacation days, if any, within the approved school schedule, times the appropriate daily rate of pay for a given teacher.
- e. Accumulated vacation days may be taken on scheduled teaching days or used to fill in non-scheduled work days within the approved school calendar, subject to the approval of the appointing authority. If the institutional teacher does not use his/her accumulated vacation days in excess of thirty-day vacation balance may be paid at the regular daily rate at the end of the school year.
- f. All employees assigned to teacher classifications must be involved in classroom teaching or directly related teaching

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duties and responsibilities approved by the State Personnel Division and the State Budget Agency.

- g. Facility schools operating on a twelve-month basis must pay the annual increment for additional experience effective the first payroll period following July 1 of the new fiscal year.
- h. All teacher transactions and blanket teacher salary increase lists submitted to the State Personnel Division should contain the following items:

- (1) Teacher's name;
- (2) Teaching experience and degree;
- (3) Old bi-weekly salary;
- (4) New bi-weekly salary;
- (5) New annual salary; and,
- (6) The amount and explanation of any administrative or supervisory pay, old daily rate and new daily rate.

- i. All teachers' salaries are no longer to be updated at the Auditor's Office or in PeopleSoft until the approved Personnel/Payroll Action Form (PPAF) is received and signed by the State Personnel Director. Upon receiving the approved copy of the PPAF from State Personnel, you may proceed with updating salaries.
- j. Upon approval of State Personnel, the following facilities will continue to submit AP-63s to update teachers' salaries to Central Office:

- (1) Edinburgh; and,
- (2) The Federal Grants.

All other facilities are to send AP-63s directly to the Auditor's Office instead of Central Office, along with the positive adjustments for the retro pay. Also, all salary changes must be updated in PeopleSoft. All salary schedules and salary computation sheets, along with a blanket PPAF form to update teachers' salaries are still to be sent to the Director of Education for approval.

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4. Employment of Vocational Teachers:
 - a. Vocational teachers holding a license issued by the Indiana Professional Standards Board may be placed on the Bachelor's Degree schedule for the largest school system in the county where the facility is located.
 - b. Full-time trades experience will be credited as teaching experience after the first three (3) years of appropriate trades experience. Trades experience for new Occupational Specialist (vocational teachers) shall be credited on a basis of two (2) years of trades experiences equal to one (1) year of teaching experience with a maximum credit of five (5) years of teaching experience (thirteen (13) years of trades experience) at the time of appointment.
 - c. Non-degree vocational teachers shall not be credited for experience beyond the fifteenth year unless they qualify for a Bachelor's Degree.

5. Administrative and Supervisory Salary Policy:
 - a. Administrative pay for the institutional teacher who directs the educational program at a Department facility will be authorized on the basis of a fixed annual amount for administrative duties. This amount will be variable pending upon the size of the school, the number of teachers supervised and the administrative responsibility of the position. If it is necessary to have a principal in order to retain the school's commission, the facility may designate the institutional teacher receiving administrative pay for performing the principal's duties with a working title of principal or school administrator. No facility shall be entitled to more than one (1) principal.
 - b. Should the candidate hold a valid Indiana Teaching Certificate, the documentation/credentials for hiring an institutional teacher shall apply.

6. The Director of Education shall sign applications and any other forms where the signature of a Superintendent or other school chief official is required. The Director shall forward any application and accompanying documentation to the Indiana Division of Professional Standards for processing.

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G. Student/Teacher Ratio:

1. The Supervisor of Education/Educational Liaison shall determine the number of students that can actively and safely participate in a technical program. This number shall not exceed the number of student workstations available or enrollment.
2. In order to facilitate academic instruction and provide a safe, secure learning environment, the academic class size should average a student to teacher ratio of 20:1 or one (1) individual per each 20 square feet of classroom space.

VI. OFFENDER/STUDENT:**A. Offender/Student Orientation:**

The facility orientation to formal education programs shall inform offenders of available programs and enrollment criteria. Orientation and, if needed, an interpreter will be available to offenders who cannot communicate in English or who are legally blind or deaf.

B. Educational Incentives:

Offenders who successfully complete educational programs will be recognized through a special program/ceremony, awarded a certificate, and credit time if he/she meets all requirements set by I.C. 35-50-6-3.3.

C. Screening, Placement, Assessment, and Evaluation:

1. Educational advisement, screening, placement and assessment of students shall be made available to offenders to ensure appropriate level placement and instructional activities. Pre- and post-test assessment of offender's progress will be conducted according to the Department of Education Adult Education testing policy. Trained staff will administer the tests for screening and assessment of offenders.
2. Offender assessment shall include standardized pre- and post-achievement tests approved by the Director. The Test of Adult Basic Education (TABE) shall be used for this purpose. Forms of the Test of Adult Basic Education (TABE) shall be determined by the Department of Education Adult Education Testing policy and will be used to determine grade level, class placement and increase

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in grade level.

3. Education programs shall adhere to the testing policy determined by the Department of Education Adult Education Division for pre- and post-testing for programs, excluding Associate and Bachelor programs provided by an outside vendor.
4. Upon initiation of the 2002 GED Testing Service updated GED examination, an adult offender shall score no less than an average of 470 on the GED Practice Test battery with no single score being less than 410. Individual facilities may elect to require higher scores than the minimum of 460 and 470 on the practice battery.

The Spanish version of the GED test may be administered to qualifying students upon the determination of the Supervisor of Education/Educational Liaison. The determination shall be based on student class assessment information, teacher recommendation and class work. The offender shall score no less than an average of 57 on each of the sections of the Spanish version of the official GED practice test. All classroom instruction shall be in the English language.

5. An Individual Learning Plan (ILP) shall be developed and followed by facility certified staff to guide classroom activity for the adult offender based on the results of the counseling, testing, assessment and screening process. The ILP shall have attainable goals and specific objectives as determined by assessment methods.
6. An Individual Education Plan (IEP) shall be developed and followed by special education certified staff for special needs offenders at a case conference. The IEP shall comply with applicable laws and regulations.
7. When an offender receives a GED or high school diploma, vocational certificate or Indiana Associate or Bachelor degree, and has complied with education rules and procedures for obtaining the certificate or diploma, State Form 46032 "Verification of Completion of Education/Vocation/ Substance Abuse Program," shall be completed within ten (10) working days by the Supervisor of Education/Educational Liaison or designee. The Supervisor of Education/Educational Liaison or designee shall forward the State Form 46032 and a copy of the diploma, certificate, and

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Certification letter to the Director of Education or designee for processing.

D. Student Program of Instruction:

1. The Supervisor of Education/Educational Liaison shall facilitate the program of instruction, which shall be developed based upon statewide standards and supported by appropriate materials, technology, classroom space, and staffing patterns to meet the needs of the offenders and the mission of the facility.
2. Written policy, procedure, and practice demonstrates that the vocational programs are recognized, certified, licensed, or accredited by educational entities, or the Indiana Department of Workforce Development and/or state and national industry associations.
3. A non-United States conferred diploma or certificate shall not constitute an academic program completion or serve as a pre-requisite document for any education program.

E. Maintenance of Educational Records and Offender Records

1. Facility educational cumulative and individual offender records portfolio shall be maintained and shall include, at a minimum:
 - a. Program profile data;
 - b. Rosters,
 - c. Attendance data;
 - d. Social and demographic data;
 - e. Program participation;
 - f. Performance (process and outcome) measures;
 - g. Testing and placement data;
 - h. Progress data;
 - i. Offender academic gains, achievement and assessment data;
 - j. Performance data;
 - k. Behavioral data;
 - l. Waiting list data;
 - m. Student exit data;
 - n. Library usage;
 - o. Transcript data; and,

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- p. Verification of education/vocation/substance abuse programs.

Such information shall be maintained in a cumulative record and submitted in a format and timeframe authorized by the Director of Education.

- 2. Offender records shall be kept in compliance with Department administrative procedures/rules for access, storage, and confidentiality, and, where applicable, promulgated rules of external agencies.
- 3. Educational reports to be submitted to Central Office on a scheduled basis, shall include, but are not limited to:
 - a. ABE/GED Cumulative Quarterly Report;
 - b. Performance Report;
 - c. Equipment Inventory;
 - d. Vocational Secondary Core Indicators of Performance;
 - e. Vocational Post-Secondary Core Indicators of Performance;
 - f. Vocational Program Advisory Committee Member Roster;
 - g. Vocational General Advisory Committee Member Roster;
 - h. Advisory Committee Minutes;
 - i. Facility Education Meeting Minutes;
 - j. Facility Actual Education Expenditure Report;
 - k. Program Completion Report;
 - l. Facility Education Annual Report;
 - m. Goals and Objectives Count Day Report;
 - n. Biennial Budget Preparation Worksheet;
 - p. Special Education Report.
- 5. Reports shall be completed by the Supervisor of Education/Educational Liaison as required by the Department and shall be submitted to the Director of Education or designee as requested.
- 6. The Supervisor of Education/Educational Liaison who completes the forms shall sign and date the report. The signature indicates the individual believes the report to be an accurate representation of program activity.
- 7. Other reports associated with securing and maintaining funds other

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than state funds shall be completed as required by the funding source and the Facility Head or designee. These reports shall be submitted to the Director of Education as required.

F. Comprehensive Education Program

1. Types of education services that may be available to eligible offenders include, but are not limited to:
 - a. Primary Education, including ABE;
 - b. Secondary Education, including GED,
 - c. Career and Technical Education;
 - d. Post-Secondary degree programs; and,
 - e. Specialized Programs:
 - (1) Special Education;
 - (2) Life skills/cognitive education.
2. Facility education program offerings shall be available to qualified offenders based on:
 - a. Philosophy/purpose of the Department/facility;
 - b. Manageability needs of the Department/facility;
 - c. Department/facility resources;
 - d. Security issues of the Department/facility;
 - e. Level of offender confinement; and,
 - f. Prescriptive learning needs of the offender population.
3. An open-entry, open-exit, competency-based, on-site education program shall be available for eligible offenders guided by an Individual Learning Plan (ILP). Facility on-site Literacy, GED, and in-house Career and Technical Education programs will be provided to the offender at no cost.
4. Consistent with Department of Education recommendation and statistical study results, English as a Second Language shall be taught in the English language.
5. Instructional strategies shall be determined by the certified institutional teacher based on the approval of the Supervisor of Education/Educational Liaison and the assessed learning style of the offender.

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6. Vocational training programs shall be integrated with academic programs and shall be relevant to the vocational needs of inmates and to employment opportunities in the community.
7. Facility program participation shall be available to all eligible offenders when a majority of offenders can attend. Should more offenders indicate an interest in a particular program than resources allow, a waiting list shall be developed. Criteria for placement on the waiting list shall be determined by the offender's earliest possible release date. Offenders with identified special education needs and/or disabilities that qualify, as indicated by an IEP, shall have first priority in all educational placements.
8. Correspondence classes for secondary credits may be made available to eligible offenders. An offender wishing to earn credit through correspondence classes shall obtain the written approval of the Supervisor of Education/Educational Liaison. The offender shall show documentation that a local Indiana public school board is willing to grant a diploma to an offender. The offender shall meet all graduation requirements of the Indiana local school board, including the passing of a graduation exit examination.
9. The student may take continuing education correspondence classes through Indiana University, Bloomington. However, any adult offender who receives a high school diploma through Indiana University will not be considered for the credit time application.

VII. PROGRAMS:**A. Academic and Technical Curricula:**

1. The Supervisor of Education shall facilitate the development of competency-based curricula in which are recognized, certified, licensed, or accredited by educational entities, or the Indiana Department of Workforce Development and/or state and national industry associations. The Director of Education shall approve the curricula. The curricula shall be articulated throughout the education programs.
2. A Supervisor of Education/Educational Liaison may apply for a proposed addition, modification or deletion of a technical program by completing the application developed by the Director of Education. Technical programs shall meet Department of

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Workforce Development criteria.

3. The Supervisor of Education shall facilitate the establishment of a general advisory committee for facilities with two (2) or more technical programs. The Supervisor of Education shall facilitate the establishment of a program advisory committee for each technical program area. Liaisons from agencies may serve on general or program advisory committees to the Department pertaining to the delivery of academic and technical education. The committee shall be composed of representatives of the technical areas and must be approved by the Central Office Adult Education Coordinator. Committee meetings shall be held a minimum of twice a year. The Supervisor of Education or designee shall maintain minutes of the advisory committee meetings.
4. Statewide technical curriculum guides shall be reviewed and revised on a biennial basis. Academic curricula shall be reviewed and revised upon receipt of the Department of Education standard revisions.
5. Non-instructional time shall be provided for the development and revision of curriculum guides. Collaboration with outside agencies and other community educational institutions shall be encouraged in the development and revision of curriculum guides.
6. A curriculum guide shall be maintained at each facility education program.
7. The entry requirements for the adult vocational student shall include a standard high school or GED diploma. Facilities may impose additional program entry requirements with the approval of the Facility Head and the Director of Education.
8. Completion of vocational competencies and exit examination programs shall result in the vocational course completion. Courses requiring external licensing certification may have an hour requirement in addition to the competencies and exit examination. Offenders must comply with the requirements of any program with external accreditation standards or regulations in addition to department requirements.

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A vocational education offender scoring below 60% on the exit examination will not be re-tested and will be reclassified from the program. An offender scoring 60% or above but below 70% may re-test one time between 30 and 45 days from the date of the original test. An offender scoring 70% or above on the final examination has passed the test.

9. Once an offender has completed all requirements for the vocational program, the teacher shall compute the number of attended class hours for the offender. The Supervisor of Education shall certify the computed class hours. Offenders who complete a program designated as an “A” program (i.e., consisting of 1000 hours or more) shall qualify for an “A” time cut. Offenders who complete a program identified as a “B” program (i.e., consisting of less than 1000 hours) shall qualify for a “B” time cut. The program designations shall be maintained by the Supervisor of Education and the Director.
(NOTE: An “A” time cut will be 183 days and a “B” time cut will be 90 days.)
10. Individuals authorized to participate in a Culinary Arts vocational program meal function shall be charged a fee as approved by the Commissioner.

B. Education Equity and Opportunity:

1. Program participation shall be available to eligible offenders based on the:
 - a. Availability of a particular education program;
 - b. Ability of the offender;
 - c. Offender’s interests and prior educational experiences;
 - d. Level of confinement; and,
 - e. Release date.
2. All qualified offenders shall have equal access to education programs regardless of race, disability, sex, age, color, national origin or ancestry, creed, religion, marital or parental status, disabled Viet Nam era veteran status or any other legally protected classification.
3. The facility education program will forward copies of school transcripts, diplomas, certificates, licenses or other earned

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credentials to educational institutions and potential employers upon written request by the offender.

C. Technology, Facilities, Materials and Services:

1. Academic or technical classrooms shall provide a safe environment conducive to learning. The Supervisor of Education/Educational Liaison shall establish criteria for adequate facilities, technology, materials and services to complement the education program and reflect current education practices. Space shall be available for facility education administrative offices and maintenance and storage of educational supplies and records.
2. Educational testing and assessment by institutional teachers shall be made available to offenders to ensure appropriate program placement. Scheduled educational counseling sessions shall be conducted for each offender to discuss program progress and achievements.

D. Special Education

Offenders through age 21 who are eligible for special education services as determined by the eligibility requirements set forth in 511 IAC 7 and subsequent rules shall receive educational and related services as determined by the student's Individual Education Plan (IEP).

E. Educational Programs for Segregated Offenders

1. Offenders in protective custody, administrative segregation and disciplinary segregation that qualify shall be provided the opportunity to participate in appropriate educational programming.
2. Educational services provided to the offenders in administrative segregation, disciplinary segregation or protective custody shall be documented.
3. Offenders in a segregation unit may be allowed to enroll in approved correspondence courses based upon the safety and security of the facility and approval from the Facility Head.
4. A re-enrollment procedure for regular school programs shall be established for offenders released from a segregation unit or who have been restricted or suspended from an educational program.

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F. Post-Secondary Education Programs:

1. Based upon security issues, facility management and staff and fiscal resources the Department may contract with Indiana post-secondary providers for:
 - a. Ivy Tech State College Career Certificates;
 - b. Post-secondary Indiana Associate degree vocational services; and,
 - c. On-site post-secondary Indiana Associate and/or Bachelor degree educational services.
2. The offender shall obtain written permission from the Supervisor of Education/Educational Liaison to participate in a correspondence academic Associate degree program. The offender is responsible for all expenses related to obtaining an Indiana Associate degree obtained through correspondence. No financial aid is available for distance classes, including correspondence. The offender may take classes through Indiana University, Bloomington.
3. The offender shall obtain written permission from the Supervisor of Education to participate in an on-site post-secondary Indiana Associate or Bachelor degree program. The offender is responsible for all expenses related to obtaining an on-site Indiana Associate or Bachelor degree. Financial aid may be available for on-site post-secondary programs. The offender shall take classes exclusively with the provider of on-site Associate or Bachelor degree programs with which the Department has a contract.
4. An offender enrolled in contract on-site post-secondary degree programs shall be responsible for meeting all admission, financial aid, associated fees and charges and degree requirements of the provider. The offender shall provide directly to the provider all necessary admission and financial aid documentation.
5. Offenders shall not work toward post-secondary degrees above the Bachelor degree level.
6. Offenders transferred to another facility while participating in an approved on-site post-secondary program may complete the semester by correspondence with the same post-secondary provider if the college approves such action and the offender

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assumes all financial obligations for the course. The following semester, the offender may participate in the approved on-site post-secondary program provided at the facility to which he/she was transferred.

7. In the last semester, in order to complete an academic Indiana Associate or Bachelor degree post-secondary program, when class selection is limited, the student participating in an on-site post-secondary program may take a maximum of two (2) correspondence classes with the on-site provider. The offender must have written approval of the Supervisor of Education/Educational Liaison and the post-secondary provider's Director of Prison Programs to take these courses.
8. Students in approved post-secondary programs shall be allowed to take a class load that will allow the applicant to be eligible to receive financial aid. Post-secondary students may have access to financial aid through the contracted post-secondary provider's financial aid office.
9. The maximum class load for offenders in approved post-secondary programs shall not exceed 18 credit hours per semester without written permission from the post-secondary Student Academic Advisor.
10. Post-secondary students approved for student financial aid shall maintain a class load of 12 credit hours as required by the funding source to retain eligibility for that aid.
11. Offender attendance for on-site post-secondary degree programs shall be compulsory.
11. Arranged classes for post-secondary students shall be made with the written permission of the Supervisor of Education, the post-secondary Director of Prison Programs and academic advisor.
12. The contracted post-secondary provider shall determine what credits transfer from other educational programs and how credits apply to the degree program.
13. Offenders shall meet all facility standards for program enrollment in post-secondary programs.

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14. The Supervisor of Education/Educational Liaison shall maintain a detailed roster of all individuals who receive funding for post secondary services funded by the Youthful Offender Grant (Specter).
15. Post Secondary enrollments by program will be reported by each facility to the Director of Education once each semester. The reporting date will be determined each semester by the add-drop date of the program vendor.

VI. PROGRAM AUDITS:

All adult correctional education programs shall be assessed biennially or as needed by Division of Education staff. The purpose of the assessment shall be for program planning, school improvement and/or data-based accountability purposes in accordance with Department policies and administrative procedures.

The Director shall facilitate these audits and shall review the results of any audits at least annually or on an as needed basis.

VII. APPLICABILITY:

These administrative procedures are applicable to all Department facilities that provide academic and/or technical programs to confined adult offenders.

Signature on File

J. David Donahue,
Commissioner

8/8/07

Date